

Contracting Competency Matrix

General Professional Business Attributes:

1. Communication
2. Market research
3. Teaming
4. Analysis
5. Understanding the mission (buyer and customer)
6. Commercial business practices
7. Decision making
8. Use of knowledge/information management resources
9. Appropriate uses of contracting and non-contracting methods for satisfying requirements
10. Appropriate, effective use of information/data to identify sound business alternatives, recommendations and decisions
11. Financial management
12. Adaptability and flexibility
13. Risk management
14. Leadership
15. Appropriate use of technology
16. Dilemma resolution
17. Multi-functional capabilities
18. Organizational structure, roles and relationships
19. Project management
20. Technical or business management expertise
21. Contract/performance management
22. Environment (see Appendix A)

Policy & Processes

1. Knowledge of contracting laws, regulations, policies
2. Knowledge of acquisition methods and appropriate applications(including non-contract alternatives)
3. Knowledge of contracting fundamentals (see Appendix B)
4. Knowledge of non-contract fundamentals (see Appendix C)
5. Knowledge of Financial Management regulations (FMR)
6. Appropriate application of commercial/industry practices
7. Appropriate application of competition requirements, policies and procedures
8. Knowledge of interoperability issues/concerns
9. Knowledge of international acquisition laws/processes/issues
10. Knowledge of the range of contract Pricing techniques and appropriate applications
11. Knowledge of appropriate source selection techniques
12. Ability to conduct and conclude complex negotiations
13. Appropriate application of pertinent laws regulations, policies and practices (i.e. labor,

Policy & Processes, Continued

14. environment, socioeconomic, international acquisition, security)
15. Knowledge of contract financing arrangements and the impact of each on the government and private sectors
16. Ability to develop productive relationships between suppliers, requiring activities and contacting functions
17. Acquisition-related experience in, or understanding of, more than one acquisition function (contracting, program management, etc). agency or sector (public/private)
18. Professional development (education, continuous learning) in appropriate discipline
19. Appropriate application of past performance information
20. Disputes resolution processes and alternatives
21. Use and application of e-biz techniques/processes

Appendix A Contracting Environment

1. Familiarity with evolving acquisition issues, techniques and solutions
2. Knowledge and support of contemporaneous organizational and governmental priorities and goals
3. Awareness of the contemporaneous political environment, and implications for appropriate business arrangements
4. Familiarity with the contemporaneous legal environment, and appropriate reflection of that environment in business arrangements
5. Familiarity with financial concerns of public and private sector entities
6. Knowledge and application of appropriate global ethics/standards of conduct
7. Knowledge of fraud & exclusion requirements
8. Knowledge of DoD unique statutory and regulatory requirements
9. Knowledge of DoD unique contracting environments (defense priorities, contingency contracting, etc)
10. Integrity

Appendix B Knowledge of Contracting Fundamentals

1. Customer business analysis and strategy
2. Market research
3. Procurement requests
4. Requirements analysis
5. Identify possible sources
6. Limiting competition
7. Socio-economic requirements
8. Offeror evaluation factors
9. Method of acquisition
10. Pricing arrangements
11. Recurring requirements
12. Unpriced contracts
13. Contract financing
14. Obtaining bonds
15. Methods of payment
16. Document source selection plan
17. Publicizing proposed acquisitions
18. Subcontracting requirements
19. Oral solicitations
20. Solicitation preparation
21. Inquiries and FOIA requests
22. Pre bid/quote/proposal conference
23. Amend/cancel/solicitations
24. Bids
25. Responsiveness
26. Receiving quotes and proposals
27. Evaluating non-price factors
28. Pricing information from offerors
29. Accounting and estimating systems
30. Cost accounting standards
31. Audits
32. Price analysis (negotiated acquisitions)
33. Cost analysis
34. Evaluating other terms and conditions
35. Award without discussion
36. Communications
37. Establish competitive range
38. Negotiation strategy
39. Conduct discussions (negotiations)
40. Responsibility
41. Mistakes in offers
42. Protests
43. Debriefing
44. Post award orientations

Appendix B Knowledge of Contracting Fundamentals

45. Monitor subcontract management
46. Contract modification and adjustment
47. Options
48. Task and delivery order contracts
49. Performance management
50. Commercial/simplified acquisition remedies
51. Noncommercial acquisition remedies
52. Documenting past performance
53. Assignment of claims
54. Administering securities
55. Administering finance terms
56. Allowability of costs
57. Price and fee adjustments
58. Defective pricing
59. Invoices
60. Fraud and exclusion
61. Collecting contractor debts
62. Administering special terms and conditions
63. resolving disputes
64. Termination
65. Closeout

Appendix C Knowledge of Non-Contracting Fundamentals

1. Purchase card
2. Ordering
3. Other transactions
4. Cooperative agreements
5. Use of existing inventory
6. Sealed bidding
7. Simplified acquisition procedures
8. Task and Delivery order contracts (creation and using)

Appendix D Targeted Mission Area Competencies

1. Science & Technology
2. Acquisition Systems
3. Acquisition Logistics
4. Installation/Post Support
5. Medical
6. Construction and A&E
7. Overseas Contracting
8. Contingency
9. Services
10. Supply